Annual Notice for Directory Information and Student Privacy for Innovative School Year Calendar Schools

MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850
MCPS Regulation JOA-RA, *Student Records*

See Reverse Side for Annual Notification of Your Rights under the Family Educational Rights and Privacy Act (FERPA), (20 U.S.C.§1232g; 34 CFR Part 99)

DIRECTORY INFORMATION

Schools provide *directory information* for public listings such as honor roll, awards, and other notices in the newspaper or on the Montgomery County Public Schools (MCPS) website. A student's name, address, and telephone number may also be released to organizations of any combination of parents/guardians, teachers, and students of a school. **Unless you tell them not to**, schools can release the information without your prior consent.

Directory Information includes the following items: student's and/or parent's/guardian's name, address, e-mail address, and telephone number; student's date of birth; major field of study; grade level; participation in officially recognized activities and sports; degrees and awards received (including honor roll); most recent school attended; dates of attendance; photograph, or other likeness; the weight and height of members of athletic teams; and other similar information.

If you do not want your school to release your directory information, complete the information below and return this notice to your school **by July 18, 2025**.

Additional copies of this notice can be found on the MCPS website, and are available in Spanish, French, Vietnamese, Chinese, Korean, Amharic and Portuguese.

This form must be completed every year.

Your school **will assume you agree** to the release of the directory information, unless this form is returned by Friday, **July 18, 2025**.

If you need to change your decision at a later date, just contact your school directly.

If you enroll after July 18, 2025, you can complete this form at the time of enrollment.

Montgomery County Public Schools
Request to Withhold Directory Information for the 2025–2026 School Year

Choose ONE of the following categories:

❑ Please **do not** release any directory information. (See definition above)

❑ Please **do not** release the following **part or parts** of directory information. (check all that apply)

❑ Name ❑ Phone number(s) ❑ Photograph ❑ Address ❑ Date of Birth
❑ Email address(es) ❑ Parent/Guardian names ❑ Grade Level

EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE:

❑ Release to organizations of any combination of parents/guardians, teachers, and students of a school

❑ Release for Honor Roll publication ❑ Release photo for yearbook

Student's Name _____ Grade_____ ID#_____

School -- Choose One -- _____

Parent/Guardian/Eligible Student Signature _____ Date ____/____/_____

If you do not restrict the release of certain information about your child, you are giving the school system and local schools the ability to perform daily operations and routine tasks without obtaining parental permission to release each piece of directory information every time it is released.

Annual Notification of Your Rights under FERPA*

As a parent/guardian of a MCPS student, you have certain rights regarding your child's education records under the *Family Educational Rights and Privacy Act* (FERPA), applicable federal regulations, and the *Code of Maryland Regulations* (COMAR) 13A.08.02. These rights are summarized below and described in more detail in Montgomery County Public Schools (MCPS) Regulation JOA-RA, *Student Records, www.montgomeryschoolsmd.org/departments/policy/pdf/joara.pdf.*

1. **Review of Student Records.** You have the right to inspect and review your child's education records no later than 45 days after the school receives your written request. It is the goal of MCPS that schools should comply, whenever practicable, within 10 days after receiving a written request and prior to any hearing relating to the identification, evaluation, or placement of the student. The school will make arrangements for access and notify you of the time and place where your child's records may be inspected. The principal/designee will be present during this review.

2. **Amendment of Student Records.** If you believe your child's records are inaccurate, misleading, or in violation of your child's privacy rights, you have a right to make a written request for the school to amend the records. MCPS Regulation JOA-RA, *Student Records*, outlines procedures for addressing these requests including hearings, as appropriate. Grades are not subject to challenge under this provision.

3. **Disclosure of Student Records.** You have the right to provide written consent before MCPS discloses personally identifiable information from your child's education records, unless federal law or state law specifically authorizes disclosure without consent. Guidelines for release of directory information, as well as the opportunity to opt-out from this release, are referenced on the other side of this form. In addition, please note that consent is not required for disclosures to school officials with legitimate educational interests,** including administrators, teachers, or other staff employed by MCPS, as well as others acting on behalf of MCPS who need access to fulfill their job responsibilities, such as: School Health Services Staff and other health professionals who work with schools; school security personnel; a Montgomery County Board of Education member; a person, organization, or company under contract with MCPS to perform a service or function for which MCPS would otherwise use its own employees (such as attorneys or auditors); or a parent/guardian or other volunteer serving on a MCPS committee or helping other school officials perform their tasks.

   - Upon request, MCPS also discloses education records without consent to officials of other schools, school districts, or institutions of postsecondary education, if the disclosure is for purposes of the student's enrollment in or transfer to that school, school district, or institution of postsecondary education. In addition, MCPS may lawfully disclose personally identifiable information from student records, without your prior written consent, for other reasons authorized by FERPA, including to specified governmental agencies, for approved research projects, in compliance with a judicial order or a lawfully issued subpoena, or in a health or safety emergency.

   - Additional information may be found in MCPS Regulation JOA-RA, *Student Records*, available on the MCPS website or at your local school.

4. **Complaint to the U.S. Department of Education.** If you believe your rights under FERPA have been violated and efforts to resolve the situation through MCPS appeals channels have not proved satisfactory, you have the right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 or call 1-800-USA-LEARN (1-800-872-5327).

* Rights of Eligible Students. The rights described above transfer to a student who is 18 years old or is attending a postsecondary education institution; parents/guardians of dependent eligible students, however, may access their child's records without prior consent of the eligible student.

** School officials have a legitimate educational interest if the officials need to review an education record in order to fulfill their professional responsibility.